

## Town Administrators January 2017 Monthly Report





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### **EXECUTIVE SUMMARY**

Dear Mayor and Council,

As part of Town's commitment to improving community outreach and engage Town residents in a constructive dialog, I am pleased to announce we have begun hosting a monthly Department Head Community Engagement Forum. We held our first Forum on January 11, 2017. The Forum was well attended and provided an opportunity for residents to meet each department head and learn more about the responsibilities of each department. Our plan is to offer the Forum on a monthly basis. We have also begun discussion on holding the meetings at various locations throughout the Town to make it easier for more residents to participate and attend the meetings.

As part of the parking concerns from Town residents and the recommendations from the Parking committee, the Mayor and Council directed staff to distribute an RFP to explore contracting with a Traffic Planning firm to analyze the impact and cost of implementing a Parking Permit program; the RFP was distributed in early Fall 2016. The Traffic Group submitted a proposal for the Mayor and Town Council to consider. A work session was held on January 19<sup>th</sup> to provide the Mayor and Council an opportunity to discuss their proposal and ask questions for further clarification. Based on the discussion and feedback from the Work Session, the Traffic Group plans to come back with a revised proposal for the Mayor and Council to consider.

As you may have noticed, we have begun to implement the Public facility safety measures recommended as part of the Public Facilities Safety Assessment conducted in November 2016 by an officer from the Maryland State Police Department's Office of Homeland Security. The assessment was conducted to identify how the Town could improve the safety of Town employees as well as members of the community when visiting Town facilities. The assessment included moving the Town's Receptionist office into a more secure location, and keeping the doors between the lobby/reception area and the Administrative Offices closed and locked at all times; installing a buzzer to notify the Receptionist of a visitor to Town Hall; instituting a sign-in and sign-out sheet for visitors to Town Hall; and adding a key fob entry for Town staff, the Mayor and Council. This system will provide better security and reduce the need to change locks when an employee leaves the Town. The key fob system is being placed on all main doors of Town Hall, the Police Department as well as the Code Enforcement building.

We understand these changes may seem inconvenient at first; however, the implementation of these safety measures are in line with neighboring communities that have similar safety measures in place and is common practice in municipalities not only in Prince Georges County but across the nation. Unfortunately in today's environment, safety of public facilities is becoming increasingly important and ensuring the safety of staff and community members visiting any Town facility needs to be a proactive and not reactive measure.

As always, the Town staff and I will continue to make every effort to increase efficiencies in Town services as we serve the citizens of Bladensburg. On behalf of the Town staff, I hope you find this report to be an informative tool that assists you, the policy makers, in better serving the Town of Bladensburg, and provides transparency and useful information to the citizens and businesses of the community. I look forward to hearing any feedback you may have. Please feel free to contact me with any questions, comments, and/or suggestions regarding this report.

## **CURRENT & UPCOMING PROJECTS**

### **STRATEGIC PLAN UPDATE**

Jacquelyn McCray from Managing Partners has provided the Town Administrator with a draft Strategic Plan for the Mayor and Town Council to consider. The draft includes goals, objectives and strategies for each of the four goal areas identified during the November Strategic Plan work session. The Town Administrator will be scheduling a work session for the Mayor and Council to discuss the proposed plan. Ms. McCray will facilitate the work session. After the work session, Ms. McCray will prepare an Action Plan to guide the implementation of the Plan.

The four goal areas identified during the work session include:

Economic/Redevelopment  
Police and Public Safety  
Infrastructure  
Collaboration/Partnerships

#### Next Steps

Work session with the Mayor and Town Council to discuss the draft Strategic Plan  
Development of an Action Plan

#### Time-Line

February/March – Presentation of draft Strategic Plan presented to Mayor and Council  
March – Development of Action Plan  
April – Adoption of Strategic Plan

## **REDSIGING OF TOWN WEBSITE**

Town staff has begun meeting with MDA Technologies to chart out the process and timeline to redesign the Town's website. We will be focusing a great deal of our time over the next few month to providing the necessary materials and content to assist MDA with updating the Town's website.

## **OTHER ACTIVITES/INITIATIVES**

## **CAPITAL PROJECTS**

The Town Park update project has begun. Phase two has included the installation of a new fence, and will include four (4) adult exercise areas, a parent sitting area adjacent to the playground with a community grill. The construction of the new Pavilion is underway and expected to be completed by early March.

## **MEETINGS/EVENTS/COMMUNITY INVOLVEMENT**

The Town Administrator was involved in the following meetings/events and community outreach activities:

1. Met with Alice Bishop from the East Riverdale CKAR to discuss the TNI Transition Team and begin planning for the first Community led TNI Transition meeting.
2. Attended the Emerson House Resident Council meeting.
3. Met with the Police Department to discuss the Police Chief position.
4. Planned and attended the Quarterly Port Town meeting hosted by the Town of Bladensburg.
5. Participated in the Website kick-off meeting with all Town department heads to discuss what needed to be included in the new website and type of content needed.
6. Participated in the Department Head's Quarterly Financial review of each department's budget to see where everyone is year-to-date, as of January, each department is under budget for the FY17 budget year.